



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

OFFICE SUPERVISOR

PN# 109471

Public Works & Engineering

Public Utilities Division

Operations Support Branch

611 Walker*

Rotating days/shifts *

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Reviews, organizes and prioritizes office operations and procedures. Evaluates office production, revises procedures or devises processes to improve efficiency of workflow. Determines priorities for support staff. Sets schedules, distributes daily work assignments, and monitors employee workflow and performance. Completes production or activity reports as required. Assists support staff with work-related problems to improve job performance. Compiles information and prepares reports needed by management to make decisions. Reviews records, reports, correspondence and departmental paperwork to ensure completeness, accuracy and timeliness. Performs administrative support duties and provides back-up support when needed. Trains clerical or administrative support staff in day-to-day office procedures and skills improvement. Conducts Employee Performance Evaluations. Reviews and approves weekly time reports, vacation requests and sick leave. Maintains records on attendance, overtime, sick and vacation leave.

10 **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of progressively responsible clerical or administrative support experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preferences will be given to applicants who are familiar with ware housing activities and ADUANTAGE 2000 SYSTEM modules concerning procurement and inventory.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 17

\$ 992 – 1,404 Biweekly

\$ 25,792 – 36,504 Annually

18 **OPENING DATE**

March 22, 2006

19 **CLOSING DATE**

April 04, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer